



**Recommendations**  
**on**  
**Committee Structure**  
**and**  
**Terms of Reference**

**Agreed at Whole Governing Body Meeting on 20 November 2023**

# The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal and Suffolk County Council delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

**Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members**

# The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Body
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

**Disqualification – Governors, Associate Members, the Headteacher**

# The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

**Disqualification – none**

# The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

**Disqualification – the Headteacher**

# The Governing Body

*The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities*

## Terms of reference:

- To agree constitutional matters\*, including procedures where the Governing Body has discretion
- To draw up the instrument of government and any amendments thereafter\*
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Body meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Body\*
- To establish the committees of the Governing Body and their terms of reference\*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals\*
- To review the delegation arrangements annually\* (*links to SFVS evidence 3*)
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*
- To approve the first formal budget plan of the financial year (*if not delegated to a committee*)
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To set up a Register of Governors' Business Interests
- To review and formally approve the policy for Pecuniary Interests (*links to SFVS evidence 20*) unless delegated to the Finance Committee
- To review and monitor the Summary School Self Evaluation Form annually (*if not delegated to the Steering Committee*)
- To formally approve and adopt the School Development Plan (*links to SFVS evidence 29*)
- To review and formally approve the Governing body Decision Planner on an annual basis (*links to SFVS evidence 1*)
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures (*links to SFVS evidence 7*)
- To consider training requirements on a regular basis to include whole Governing body and individual governor training (*links to SFVS evidence 24*)
- To ensure all documents required under statutory regulation are published on the school's website
- *Any items which individual governing bodies may wish to include*

**\*these matters cannot be delegated to either a committee or an individual**

## Membership – As per the Instrument of Government

**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations

**These terms of reference agreed by the Governing Body** | 20 / 11 / 2023

Name of Governor	End of term of Office
Miss S Hunter	(Headteacher)
Vacancy – staff governor	
Mrs J Surridge	06.05.2024
Mrs C Walker	02.04.2027
Mrs F Kurtz	17.03.2025
Vacancy – co-opted governor	

Mrs D Pipe	19.10.2026
Mrs S Atwell	06.03.2027
Mr S Gallagher	20.06.2025
Rev'd C Bladen	31.08.2026
Mr T Morris	21.11.2025
Mr S Talbot-Hadley	20.11.2026
Mr K O'Connell	21.11.2025

<b>Chair of the Governing Body</b>	Mrs J Surridge
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<b>Vice-Chair of the Governing Body</b>	Mr S Talbot-Hadley
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<b>Clerk (s) to the Governing Body</b>	Mr R Franklin
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<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
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# Hearings Committee

## Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\*
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing Bodies may wish to include*

**\*cannot be delegated to an individual**

## Membership – not less than 3 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee i.e. there must be an equal number of governors on both committees and governors can only sit on hearings or appeals)

## Disqualification – The Headteacher

Any members of the Appeals Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 / 2023
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Name of Governor	Date Appointed to the Committee
Mr T Morris	22.11.2021
Rev C Bladen	22.11.2021
Mr K O'Connell	22.11.2021

<b>Chair of the Committee</b>	Mr K O'Connell
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<b>Clerk to the Committee *</b>	Mr T Morris
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\*May be provided by LA when Area Insurance purchased

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	Pre 2009	<b>Date of review:</b>	Termly
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# Appeals Committee

**Terms of reference:**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- *Any items which individual governing bodies may wish to include*

**\*cannot be delegated to an individual**

**Membership** – no fewer members than the Hearings Committee

**Disqualification** – The Headteacher  
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 / 2023
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Mr S Talbot-Hadley	20.11.23
Mrs C Walker	18.11.19
Mrs S Atwell	06.11.17

<b>Chair of the Committee</b>	Mr S Talbot-Hadley
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<b>Clerk to the Committee *</b>	Mrs C Walker
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\*May be provided by LA when Area Insurance purchased

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	Pre 2009
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<b>Date of review:</b>	Termly
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# Pupil Discipline Committee

## Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held within 50 school days after receiving notice of the exclusion*)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:  
the exclusion is permanent;  
it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or  
it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee  
*Any items which individual governing bodies may wish to include.*

## Membership – minimum of 3

NB. The Governing Body may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

## Disqualification – The Headteacher\*

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 / 2023
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Name of Governor	Date Appointed to the Committee
Mrs S Atwell	25.01.2016
Mr S Gallagher	22.11.2021
Mr K O'Connell	22.11.2021

<b>Chair of the Committee</b>	Mr K O'Connell
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<b>Clerk to the Committee *</b>	Mr S Gallagher
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\*May be provided by the LA's Pupil Discipline Clerking Service if purchased

<b>Quorum:</b>	3
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<b>Date Committee established</b>	Pre 2009
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<b>Date of review:</b>	Termly
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# Ethos Committee

**Terms of reference:**

- To support the school leadership in continued review and self-evaluation of the school's Christian character and vision.
  - To evaluate the effectiveness of the school in implementing its vision and the impact of this.
  - To monitor that the values of the school are embedded in the actions of all pupils, staff and all stakeholders.
  - To monitor the effectiveness of the school as a church school according to the key questions in the current SIAMS inspection documentation and to make recommendations for future developments.
  - To receive reports on the effectiveness / quality of the teaching and learning in Religious Education and challenge appropriately.
  - To actively encourage local church / school partnerships in order that each can further enrich the life of the other.
  - To develop and maintain links with locally / nationally based Christian organisations and to be inclusive of all, regardless of faith, race or ability.
  - To suggest initiatives for further developing the Christian ethos of the school and then monitor progress against these.
  - To challenge the effectiveness of the school management in promoting the school as a church school.
  - To review and agree policies relating to the Ethos committee as delegated by the Governing Body.
  - To review and monitor the role of the Foundation Governors within the school.
- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 / 2023
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs C Walker	G	22.11.2021
Miss S Hunter	G	22.11.2021
Rev C Bladen	G	22.11.2021
Mrs J Surridge	G	22.11.2021
Mr S Talbot-Hadley	G	21.11.2022

<b>Chair of the Committee</b>	Mrs C Walker
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<b>Clerk to the Committee</b>	Mrs J Surridge
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	22.11.2021
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<b>Date of review:</b>	Termly
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# Finance & Premises Committee

## Terms of reference:

- In consultation with the Headteacher, to draft (and approve) (*if delegated authority given to the committee*) the first formal budget plan of the financial year, carry out revisions and monitor the budget (half termly) (*links to SFVS evidence 22*)
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans - links to SFVS evidence 9)
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body (*links to SFVS evidence 10*)
- To review the Outturn Report and report any significant variances from the original budget to the Governing body (*links to SFVS evidence 13*)
- To receive and review the Cash-flow report prior to presentation to the Governing body on a minimum of an annual basis (*links to SFVS evidence 39*)
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable (*links to SFVS evidence 43*)
- To take a recommendation to the Governing body for approval in relation to the annual Pre-certification checklist and Statement of Internal Control (*links to SFVS evidence 18/19*)
- To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS *links to SFVS evidence 30*)
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review and approve the charges and remissions policies and expenses policies and best value statement (*links to SFVS evidence 27/33/34*)
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To be responsible, for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory (*links to SFVS evidence 42*)
- To review and agree policies relating to Finance, Premises, Health and Safety, Communications, and Personnel as delegated by the Governing body
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate (*links to SFVS evidence 11*)
- To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis (*links to SFVS evidence 23*)

*Continued./*

- To review benchmarking data on an annual basis (*links to SFVS evidence 31/32*)
- To prepare the Governing body Value for Money Health Check documentation for approval by the Governing body (*links to SFVS evidence 35*)
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To monitor spending of funds received for Pupil Premium and Sports grants
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises *links to SFVS evidence 14/17*)
- To oversee arrangements for repairs and maintenance (*links to SFVS evidence 14/17*)
- To make recommendations on premises-related expenditure *links to SFVS evidence 14*)
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (*links to SFVS evidence 5*)
- *Additional items which individual Governing Bodies may wish to include*

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 / 2023
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs J Surridge	G	21.04.2017
Miss S Hunter	G	01.01.2021
Mrs S Atwell	G	16.03.2015
Mr S Gallagher	G	22.11.2021
Mrs D Pipe	A	10.11.2014

<b>Chair of the Committee</b>	Mrs J Surridge
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<b>Clerk to the Committee</b>	Mrs J Surridge
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	Pre 2009
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<b>Date of review:</b>	Termly
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# Learning and Achievement Committee

## Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To review anonymised SATs data, Analyse School Performance information and FFT data if appropriate. To consider pupil progress and how the school is targeting areas of under performance
- To discuss (using anonymised data), set targets for pupil performance
- Monitor the impact of Pupil Premium funding
- Ensure that the requirements of pupils in vulnerable groups are met
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEN, English, Maths. To undertake Governor visits, receive regular reports from subject leads, and advise the Governing body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To approve risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing body (please list)
- To decide on the provision for Sex and Relationship Education
- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 /2023
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<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
Mrs C Walker	G	03.04.2019
Mrs J Surridge	G	21.04.2017
Vacancy – staff governor	G	
Miss S Hunter	G	01.01.2021
Mrs S Atwell	G	16.03.2015
Vacancy – co-opted governor	G	
Mr T Morris	G	22.11.2021
Mrs F Kurtz	G	01.09.2022
Mr S Gallagher	G	01.09.2022
Rev'd C Bladen	G	01.09.2022
Mr S Talbot-Hadley	G	21.11.2022

<b>Chair of the Committee</b>	Mr S Talbot-Hadley
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<b>Clerk to the Committee</b>	Mrs J Surridge
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	22 /10 /13
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<b>Date of review:</b>	Termly
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# Headteacher's Performance Review Group

## Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

**Membership – 2 or 3** (but In Voluntary Controlled Schools, at least one of the members must be a Foundation Governor)

*Note: our external adviser is from the Diocese*

## Disqualification –

The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 / 2023
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Name of Governor	Date Appointed to the Group
Mrs C Walker	18.11.2019
Mrs J SurrIDGE	20.11.2023

<b>Chair of the Group</b>	Mrs C Walker
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<b>Review Officer</b>	Mr P Knowles
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<b>Quorum (minimum of 2 suggested)</b>	2
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<b>Date Group established</b>	Pre 2009
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<b>Date of review:</b>	Termly
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# Delegation of Responsibility to Individuals

*Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.*

## Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school; to complete a Governor visit form and send to the Chair of Governors
- To monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- To regularly report to the Governing Body, the Learning and Achievement Committee or the Steering Committee, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

**Disqualification** – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

Subject	Name of Governor	Liaising with
Safeguarding	Mr S Talbot Hadley	HT / Miss Hunter
Children in Care	Mr S Talbot Hadley	HT / Miss Hunter
Child Protection	Mr S Talbot Hadley	HT Miss Hunter
Prevent	Mr S Talbot Hadley	HT Miss Hunter
Maths	Mr S Talbot Hadley	Maths Lead / Mrs Summerhayes
Computing	Mr S Talbot Hadley	Computing Lead / Mrs Summerhayes
Online Safety	Mr S Talbot Hadley	Online Safety Lead / Mrs Summerhayes
Behaviour / Anti-bullying	Mr S Talbot Hadley	Behaviour Lead / Mrs Summerhayes
SEND	Mrs Julie SurrIDGE	SENDCo Mrs Orchard / HT Miss Hunter
Well-Being	Mrs Julie SurrIDGE	HT Miss Hunter
Reading	Mrs Julie SurrIDGE	Reading Lead / Miss Garland
PSHE/RSE	Mrs Julie SurrIDGE	PSHE Lead / Miss Garland
Mental Health	Mrs Julie SurrIDGE	Mental Health Lead / Miss Garland
Educational Visits	Mrs Julie SurrIDGE	Educational Visits Lead / Miss Garland
Attendance	Mrs C Walker	HT / Miss Hunter
Performance Management	Mrs C Walker	HT / Miss Hunter
Pupil Premium	Mrs C Walker	HT / Miss Hunter
Health & Safety	Mr S Gallagher	HT / Miss Hunter
Science	Mr S Gallagher	Subject Lead / Miss Hunter
RE / Collective Worship	Rev Cathy Bladen	Subject Lead / Miss Hunter

Art / DT	Mrs S Atwell	Art Lead / Mrs Duncan
Writing	Mrs S Atwell	Writing Lead / Miss Cartwright
Modern Lang / French	Mrs S Atwell	MfL Lead / Miss Cartwright
Music	Mrs F Kurtz	Subject Lead / Miss Hunter
Sport / PE	Mrs F Kurtz	Subject Lead / Miss Hunter
Geography	Mr T Morris	Subject Lead / Miss Hunter
History	Mr T Morris	Subject Lead / Miss Hunter

<b>These terms of reference agreed by the Governing Body</b>	20 / 11 / 2023
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<b>Date Delegation Agreed</b>	20 / 11 / 2023
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<b>Date of review:</b>	Termly
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